**COMMUNITY FLOOD FIGHT PLAN TEMPLATE**

Community’s Name

**FLOOD FIGHT THREATS & PROTECTIVE MEASURES**

**Significant Flood Threats:**

Primary Flood Threat (Major River[s], Significant Stream[s]

Secondary Flood Threat (Other River[s], Significant Stream[s]

Tertiary Flood Threat (Significant Stream[s]

**Interior Drainage Threats:**

Interior Drainage Collection Sites (Low Areas – Pumping Distance):

Protecting Storm Sewer Manholes - Chimney Vs Weight-Over-Manhole (Technical advice available from USACE)

**COMMUNITY FLOOD FIGHT PLAN TEMPLATE**

Community’s Name

**Preplanned/Existing Activities & Protective Measures:**

Emergency Management/Law Enforcement/Fire/Search & Rescue/Ambulance/Public Works Locations/Contacts:

Triggers – What key actions will be taken; when & where will they be taken?

Levees, Floodwalls, Gates & Berms – Location(s) & Action(s) to Take:

Storm Sewer Outlets – Location(s) & Action(s) to Take:

Water Treatment Plant – Location(s) & Action(s) to Take:

Waste Water Treatment Plant – Location(s) & Action(s) to Take:

Other Critical Infrastructure (Medical, Utilities, Environmental, Historic, etc.) – Location(s) & Action(s) to Take:

Key Protective Measures for Homes, Schools & Businesses – Location(s) & Action(s) to Take:

Key Protective Measures for Functional Needs Sites – Location(s) & Action(s) to Take:

Evacuations, Sheltering & Feeding – See Local Evacuation, Sheltering & Feeding Plan:

**COMMUNITY FLOOD FIGHT PLAN TEMPLATE**

Community’s Name

**FLOOD FIGHT RESOURCES**

**Materials Required (Quantity/Location/Source):**

Sandbags:

Poly (Size/Yards):

Sand:

Concrete Barriers:

Portable Flood Walls/Barricades (Specify critical area to be protected):

Road Barricades (Lighted):

Road Barricades (Not Lighted):

Traffic Cones:

Other (Specify):

**Equipment Required (Quantity/Location/Source):**

Mobile Communications:

Material Handling Equipment (MHE) (forklifts, Lulls, etc):

Shovels:

Sandbag Machines:

Pumps & Hoses (Specify function & size of pump & length of hoses):

Light Towers:

Dozers (Specify Type):

Skid Steers (Bobcats, etc):

Backhoes:

Frontend Loaders:

Generators:

Portalets:

Personal Protective Equipment such as Rain Gear, Boots, Flashlights, etc:

Portable Public Address Systems:

Other (Specify):

**COMMUNITY FLOOD FIGHT PLAN TEMPLATE**

Community’s Name

**Services, Sites & Manpower Required (Quantity/Location/Source):**

Flood Fight Technical Assistance:

Law Enforcement, Traffic Control & Security:

Fire Suppression & Search & Rescue:

Evacuation:

Medical:

Emergency Management & Coordination:

Community Management:

Public Information:

Volunteer Coordination:

Responder & Logistics Staging Sites:

Field Emergency Operations Center(s) (FEOCs):

Flood Barrier/Protective Measures & Sandbagging Operations:

Levee/Flood Fight Inspections/Vigilance Operations:

Dewatering Operations:

Fuel/Refueling Operations:

Responder/Volunteer Feeding:

Sheltering & Feeding:

Transport:

Other (Specify):

**Note1: Sources of above requirements may include:**

Local, County, Mutual Aid, RSOC, State, Federal, Private Sector Vendors, Donations, Non-Governmental Organizations (NGO)

**Note2: Gap Analysis**

Once requirements & on-hand resources are determined, the county/ community can perform its Gap Analysis & prepare its Prescripted Resource Requests.

**COMMUNITY FLOOD FIGHT PLAN TEMPLATE**

Community’s Name

**PROCESSES FOR RESPONDING TO AND REQUESTING ASSISTANCE FOR FLOOD FIGHT OPERATIONS**

***Local Processes:***

***Create/Update*** (Pre-flood actions such as prepare/update/review flood fight plan & emergency response plan, stock up on sandbags & supplies, check out equipment, determine resource gaps, etc):

***Mitigate*** (Pre-flood actions such as flood buyouts/deed restrictions, elevations, land use planning, flood insurance, review legal authorities and responsibilities, etc):

***Isolate*** (Actions taken in the week(s) leading to the flooding to keep flood waters isolated from people and structures – i.e., strengthen & temporarily elevate levees, close flood gates & storm drains, fill sandbags & sandbag properties, install portable flood barriers, move to higher ground, plug basement drains, check pumps/sump pumps, shut off electricity to floodprone properties, etc):

***Officiate*** (Actions taken in the week(s) leading to the flooding and during the flooding to fight the flood – i.e., CEO’s Emergency Declaration, CEO/government officials enter into necessary agreements/contracts, staff meetings, town flood fight preparation meetings, authorize/energize Public Works, Law Enforcement & other governmental departments/services to take steps to initiate the flood fight, etc)

***Coordinate*** (Actions taken in the week(s) leading to the flooding and during the flooding to fight the flood – i.e., coordinate escape routes, implement the flood fight plan & the Evacuation, Sheltering & Feeding Plans [people & pets], coordinate mutual aid, acquire supplies and resources, etc):

***Evacuate*** (Actions taken during the flooding to move people, pets & property [vehicles, etc.] out of areas that will be flooded & help them to coordinate & reunite with family):

***Extricate*** (Actions taken during the flooding to move people, pets & property [vehicles, etc.] out of areas that are flooded& help them to coordinate & reunite with family):

***Communicate*** (Actions taken during the flooding to announce warnings & to keep flood fighting operations in proper synchronization [horizontally between local responders & officials, as well as vertically with NGO, county, state & federal supporting organizations & appropriate private sector participants], and to keep local citizens & the media informed, etc):

***Operate & Regulate*** (Actions taken during the flood fight to protect, assist and sustain the people & their property):

***Repatriate*** (Actions taken to return evacuees home, clean up, demobilize, etc):

**COMMUNITY FLOOD FIGHT PLAN TEMPLATE**

Community’s Name

***State Resources Request Processes:***

All available local resources must be exhausted.

See Annex 1 of this plan for details about requesting resources from the State of Missouri.

***Federal Resources Request Processes:***

All available resources must be exhausted, local, county and state. Request for resources assistance must come through the State of Missouri, i.e., SEMA.

In situations where death, injuries and/or property damages are imminent, emergency resources initially may be requested directly from your USACE contact under the provisions of Public Law 84-99. The local governing body, city council, etc., must pass a resolution authorizing the mayor, county chair or community leader to enter into a cooperation agreement with USACE. Documents are available as fill-able pdf forms (with instructions and examples included) and can be obtained and must be returned to the servicing USACE District before work can commence. Area Engineers should contact the servicing USACE EOC once the cooperation agreement is signed by the local sponsor.

Emergency USACE requests should be coordinated with SEMA as soon as practical and follow on requests for additional resources/support made through the State Emergency Operations Center (SEOC).

**COMMUNITY FLOOD FIGHT PLAN TEMPLATE**

Community’s Name

**OTHER EXISTING PLANS**

Emergency Operations Plan – Is your EOP current and effective, with responsibilities clearly stated?

Continuity Of Operations/Government (COOP/COG) Plan – Do you have a plan for maintaining governmental continuity in the event your government center is no longer accessible or your senior government leaders incapacitated?

Evacuation Plan – Consider Flood fight activities and how they could affect any evacuation, resource transport or EMS routing.

Communication Plan – How do your Public Safety, Public Works and Emergency Management staff remain in contact during the flood?

**KEY CONTACTS**

Local contacts:

County Emergency Manager:

State EOC:

USACE Engineer:

American Red Cross:

**OTHER HELPFUL INFORMATION**

***Flood fight handbook:*** <http://www.mvp.usace.army.mil/docs/disaster_response/CEMVP_Flood-Fight_Handbook_2009.pdf>

***Sandbag Construction Techniques Video:*** <http://www.youtube.com/watch?v=rj7aUwIHYlw&feature=channel_page>

***Using Pumps to Protect Your Property Video:*** <http://www.youtube.com/watch?v=gxKcXC8FEQ4&feature=channel>

**COMMUNITY FLOOD FIGHT PLAN TEMPLATE**

Community’s Name

***ACKNOWLEDGEMENTS/PARTNERS***

U.S. Army Corps of Engineers | St. Paul District | (Source of information about Community Flood Fight Plans)

U.S. Army Corps of Engineers | St. Louis District |

U.S. Army Corps of Engineers | Rock Island District |

U.S. Army Corps of Engineers | Memphis District |

U.S. Army Corps of Engineers | Little Rock District |

U.S. Army Corps of Engineers | Kansas City District |

Federal Emergency Management Agency (FEMA) Regional VII Office

**Annex 1 – Logistics/Resources Request Information for**

**Emergency Management Directors & Others**

**SEMA** is the Missouri State lead agency for Resource Management and Logistics support, with primary backup services, support and assistance provided through partnership with the Office of Administration (OA). The State assumes no liability for or from providing such resources.

However, depending on availability and situation, the State may provide requested emergency/disaster resources to provide immediate aid and relief to local jurisdictions under the following terms and conditions per RSMo Chapter 44:

1. An emergency/disaster or National Emergency has actually occurred that endangers the safety and welfare of the inhabitants of the State, and:

a. The Governor has declared an emergency/disaster and activated the SEOC.

b. The local government has declared a state of emergency/disaster.

2. Local resources have been exhausted or are unavailable for mounting a timely, effective response to situations that may directly and adversely affect the safety and welfare of the inhabitants of the State.

3. The requirement requested is only for the most critical items, materials, equipment, personnel, services, etc. that are directly related to the state of emergency/disaster declared by the Governor. Not every resource requested will be approved necessarily.

4. The request is not being made in an effort to:

a. Use the emergency/disaster as an excuse to enhance local resources in an effort to improve post-disaster operating capabilities.

b. Preposition State-provided resources in anticipation of an emergency/disaster, unless SEMA is in a position to first willingly volunteer to initiate such support.

c. Preposition resources in anticipation of expected worsening of conditions, unless SEMA is in a position to first willingly volunteer to initiate such support.

5. The request is being made by an official who has authority to expend local jurisdictional funds or matching funds to cover any expenditure for the resources requested.

6. The request is being made solely on behalf of and for the use of the jurisdiction making the request, unless it is plainly understood by SEMA that:

a. The request is being made on behalf of another jurisdiction, and that the person making that request has the authority of the other jurisdiction to make the request.

b. That the person making the request from that other jurisdiction actually has the authority to make requests for assistance for that jurisdiction.

7. In some cases, local jurisdictions may request State assistance to obtain resources that are funded by that local jurisdiction. The State may not actually fill all such requests, but generally will try to provide assistance such as identifying sources of supply and/or providing technical advice and assistance.

8. The State does not automatically fund requests. Some requests may be refused if the requested support should be more appropriately funded locally, if other situational aspects preclude State support for the request, or if the State determines that the requestor has or is abusing the good-faith agreement under which the equipment was provided.

9. Requests that require expenditures in excess of $1,000.00 require the approval of the Governor before such expenditures are made.

10. Requests for State emergency/disaster support (See Appendix 1) normally must be provided to SEMA Operations via fax at (573) 526-9292. When a request cannot be sent by fax, the information can be provided by telephone by calling (573) 526-9100.

Staff from the Operations Section will review the request and determine the appropriate Emergency Support Function to task to fill the request. For example, requests for generators first will go to ESF 7 (Resource Management/Logistics). Requests for food, water, ice, cots and bedding first will be tasked to ESF 6 (Mass Care). If unable to fill part or all of a request, ESF 6 will return the unfilled portion of the task to the Operations Section.

In turn, the Operations Section will task ESF 7 (Resource Management/Logistics) to fill the unfilled portion of the request. Depending on emergency/disaster circumstances, the availability of resources and factors such as delivery time, quality and price, ESF 7 may elect to fill requests from one or more of several possible sources such as Mutual Aid, Donations, Volunteers, State owned assets, private sector suppliers, MONG resources, Emergency Management Assistance Compact (EMAC) resources, and/or Federal Government assets.

To expedite the acquisition of resources and to ensure delivery to the proper officials at the proper locations, local jurisdictions will be expected to provide the forms on the following two pages or by faxing the following basic information in a written request:

1. Priority, date and time of request

2. Name/Title of authority empowered to make the request

3. Resource order (local request or mission number, if used)

4. Resource Type (if known/applicable)

**Request Priorities: Flash High Medium Low**

5. Quantity of item requested

6. Estimated date and time support is needed

7. Size/Capacity of support requested

8. Special Instructions/technical information (i.e., size/phase [200KW single phase/three phase, etc.] of requested generator; tonnage capacity of forklift; type of truck; operating conditions [indoor/outdoor, warehouse/rough terrain; type of fuel; frequency; vented/ nonvented; w or w/out cables; amperage; interface/transfer switch needed; skid mounted; wheel mounted; operators/ technical specialists such as an electrician on hand; operators requested; etc.)

9. Anticipated incident assignment/use of support (if personnel or services)

10. Reporting location (address/zip, grid coordinates and direction when possible)

11. Local Point of Contact (POC) information (name, telephone number, cell phone number, E-mail address) of the person who will actually receive the requested support

12. Anticipated duration of deployment (if personnel or services)

Local jurisdictions are requested to not assume that the Missouri National Guard (MONG) will be the appropriate source of support for every request. In truth, the MONG is an outstanding source of support for appropriate missions and taskings, but certain restrictions and cost considerations sometimes create hardships on our soldiers or may be prohibited by rules that regulate the MONG and/or mission requirements may make other sources of support more appropriate.

For tracking purposes, local jurisdictions are requested to sign all delivery tickets and report receipt of shipments and delivery of services to the State Unified Command’s Resource Management/Logistics Section. Confirmation of delivery is required to pay the vendors promptly and to ensure their valuable services are available for subsequent disasters.

The Resource Management/Logistics Section (ESF 7) will provide request status to the Operations Section. Depending on circumstances, the Operations Section or the Resource Management/Logistics Section will provide request status to local jurisdictions.

**Generators**

Backup power/generators are one of the key and most frequently needed types of equipment requested during disasters and require special attention to be properly requested.

When used appropriately, backup generators may be employed to maintain operational public water, sewer and other essential services. Keeping these services operational may help the local, State and Federal governments avoid unnecessary costs associated with providing bottled water, food and shelter, and extend the supply availability of such items for local volunteer agencies.

These essential services may enable citizens to avoid the need for shelters; and may enable functional needs populations such as disabled, medically ill and advanced elderly citizens to avoid unnecessary movement, possibly avoiding a life-threatening situation.

The State may, upon approval of the Governor, provide one or more backup generators to requesting jurisdictions and/or in some cases other entities as follows:

1. Local governmental jurisdictions may be provided generators at no cost when the Governor has declared an emergency; the emergency/disaster has exhausted the local jurisdiction’s financial and material resources, and the State has determined that the use of the generator(s) will materially assist in preventing or avoiding situations that endanger the safety and welfare of the inhabitants of the State.

2. Local governmental jurisdictions may be provided generators at no cost when the emergency/disaster has exhausted the local jurisdiction’s financial and material resources, and the State has determined that the use of the generator(s) will enable citizens to avoid the need for shelters; may be essential for keeping shelters and/or warming/cooling centers open for the public, and/or may enable functional needs populations such as disabled, medically ill and advanced elderly citizens to avoid unnecessary movement, possibly avoiding a life-threatening situation.

3. In the case of private entities such as for-profit nursing homes and other for-profit functional needs care accommodations, for-profit medical facilities, and commercial for-profit essential services such as but not limited to water treatment, fuel terminals and gasoline stations, grocery stores, communications centers, etc., the State may provide generators, but may require the private entity to agree to reimburse the State’s costs.

4. If preferable, the State may provide generator sources of supply information to a private entity at no cost, and may help answer technical questions if State technicians are available to assist and do not incur extra expenses above time spent to answer questions.

5. When it agrees to do so, the State provides generators under a good faith agreement with local jurisdictions/entities. The State provides the equipment only for the duration of the power interruption. If the State provides a generator at no cost to a local jurisdiction/entity, and the equipment is not returned or immediately made available for pick up upon the State’s request, the local jurisdiction/entity will be held responsible for reimbursing the State for all costs subsequent to the request for return of the equipment.

6. Likewise, the local jurisdiction/entity will be held responsible for reimbursing the State for all costs associated with equipment damaged through negligence, lost items such as the generator and/or supporting cables and transfer switches, improper fuel.

7. If generators or generator support equipment becomes lost, misplaced or stolen, the requestor will be expected to report the loss promptly to local law enforcement and SEMA. If the requestor cannot or will not make the report, the State will make the report to the Missouri Highway Patrol because the State is still responsible to the owner of the equipment and because successful recovery often is dependent upon a prompt investigation.

8. The State does not guarantee to provide generators to fill every request. Available generators may be supplied by priority of use, including but not limited to public water supplies, shelters and functional needs support ranking higher than sewage lift stations and treatment facilities, commercial businesses, etc.

9. **Certain factors that may delay, limit or prohibit the State’s ability to provide and/or maintain generator (and/or other equipment/supplies/services) support, including:** funding limitations; unavailability of equipment; local jurisdictions/entities not providing and/or withholding part or all of the information needed by the State to provide the needed support; local jurisdictions/entities not providing/withholding trained personnel to hook up and/or operate/maintain the equipment; local jurisdictions/ entities lacking appropriate pre-installed wiring harness/switching gear necessary for hooking up the generators; local jurisdictions/ entities lacking appropriate fuel and/or fuel tanks and/or refueling capability, or pre-established contracted refueling services; previous instances where equipment was not returned in a timely fashion upon the request of the State; generators being used inappropriately and/or generators being transferred to one or more different locations without the knowledge AND the advance approval of the State, etc.

10. Timely delivery depends upon many factors, but most importantly upon availability of equipment. SEMA and OA employ State-owned equipment, MONG assets, commercial vendor-owned generators, Surplus Property generators, Federally-owned equipment and possibly equipment provided through mutual aid. However, during very large scale disasters, generator assets may be in demand by many local jurisdictions in several states. The State will be able to obtain generators, but when multiple jurisdictions request multiple generators, local assets within a state may become depleted in numbers available and lead times may increase.

11. Local jurisdictions/entities are encouraged to keep the overall number of generators available to the State in mind and make every attempt to minimize the number of generators requested. Whenever possible, shelters should combine to reduce the number of generators needed, and to reduce the number of volunteers and medical professionals needed to operate the shelters.

12. After reviewing the lessons learned from numerous disasters such as Hurricane Katrina and the many events that have occurred in Missouri since then, many communities and public services are now acquiring and installing backup generators. All local jurisdictions/ entities are encouraged to review the essential services that might require a generator, and to acquire the backup generators that are needed before the next disaster occurs.

**Recovering Resources**

Local jurisdictions should plan and prepare for demobilizing and recovering resources well in advance, often at the same time they begin the mobilization process. Early planning for demobilization facilitates accountability and makes transportation of resources as efficient, costs as low and delivery as fast as possible.

Recovery involves the final disposition of all nonexpendable resources. During this process, resources are rehabilitated, replenished, and repositioned if possible, and disposed of properly if not. Nonexpendable resources include those intended for reuse, including:

• Vehicles and heavy equipment or apparatus.

• Radios and other communications equipment.

• Human resources.

These are fully accounted for at the incident site/disaster area and again when they are returned to the entity that issued them or the vendor that supplied them. The issuing entity/vendor then restores the resources to fully functional capability and readies them for the next mobilization.

Broken and/or lost items should be replaced by the organization with invoicing responsibility for the incident, or as defined in pre-incident agreements. In the case of human resources, such as Incident Support Teams (IST), adequate rest and recuperation time and facilities should be provided.

Expendable resources include equipment and supplies that are intended for a single use such as surgical gloves, fire suppression foam, disposable clothing, food, water, etc. Expendable resources are also fully accounted for by the local entities, and any excess reusable recovered for future use. Any restocking normally occurs at the point from which a resource was issued.

Waste management is of special importance in the process of recovering resources. Resources that require special handling and disposition (e.g., biological waste and contaminated supplies, debris, and equipment) are dealt with according to local, state and federal laws, ordinances, regulations and policies.

The Resource Management/Logistics Section (ESF 7) will attempt to recall and recover durable resources and selected consumable recourses not used during the incident. In some cases, it may be more cost effective to transfer ownership of consumable resources to local jurisdictions and/or volunteer organizations so they can be available for use during the next disaster.

The Resource Management/Logistics Section (ESF 7) will work with the local jurisdictions to recover unwanted resources and/or determine the current status of consumable resources and/or the final disposition of such resources.

**Other Things to do:**

1. **Get to know the SEMA Area Coordinator**. The state is divided into nine regions (A through I) and each region is assigned an area coordinator from the State Emergency Management Agency. The names of the Area Coordinators are available at SEMA’s website: http://sema.dps.mo.gov/semapage.htm. Click on the SEMA Directory Link and scroll down to the Planning and Disaster Recovery Branch or call 573-526-9100.

2. **Chapter 44** of the Revised Missouri Statutes is where the emergency management community gets most of its authority. It is important to read and understand the Federal “Stafford Act and Code of Federal Regulations (CFR) 44.” This is the Federal Law and governing regulation that covers how disasters are declared and how the Federal Government handles Public and Individual Assistance and Hazard Mitigation grants.

3. **Review the Local Emergency Operations Plan**. This local plan is the “guidebook” on how to respond to emergencies. One of the more important pieces in the plan is the “p & s” chart. The chart shows who has the primary and supporting roles in responding to a disaster, such as Direction and Control, Public Works, Law Enforcement, Sheltering etc. If the requesting individual is not the local Emergency Management Director (EMD), it is important to contact that person to review the local emergency operations plan with them to know how the community will manage/support the emergency response. To minimize confusion, SEMA recommends all requestors submit their requests through the County EMD.

4. **Important Telephone Numbers**. SEMA’s main number is (573-526-9100). The after-hours and weekend duty officer’s number is (573-751-2748). The normal duty-day number for SEMA Logistics Management is (573) 526-9243 and SEMA Resource Management is (573) 526-9374.

5. A SEMA Resource Request Form is available in Appendix 1 of this document or one can be downloaded from SEMA’s website:

<http://sema.dps.mo.gov/Resource%20Request/Resource%20Request.htm>

**Local Jurisdiction**

**RESOURCE REQUEST**

**\*\*For Local Jurisdiction’s Use ONLY\*\***

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Category of Request: (Select ONLY one category per request.)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff (IST, LEOC, etc)** | **MoNG** | **Law Enforce/Security** | **Fire/USAR** | **HazMat** | **Medical** |
| **Emergency Debris Clear** | **Air Mission** | **Ground Transportation** | **Communications** | **Water Rescue** | **Volunteers** |
| **Technical Assistance** | **Pumps/Hoses** | **Sand Bags/Sand** | **Poly Sheeting** | **Traffic Barriers** | **Tarps** |
| **Personal Protective Equip** | **Generators** | **Light Towers** | **Heavy Equip** | **Forklifts** | **Fuel** |
| **Animal/Pet Issues** | **Water/Ice** | **Food/Special Dietary** | **Shelters** | **Cots/Blankets** | **Tents** |
| **Other (Specify):** | | | | | |

**Requestor’s Contact Information: (Provide as much information as possible.)**

|  |  |  |
| --- | --- | --- |
| **County:** | **Jurisdiction:** | |
| **Name:** | **Title:** | **Phone:** |
| **Email:** | **Fax #:** | **Cell:** |

**Request/Mission Information: (Be as specific and detailed as possible.)**

**Local Request Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SEOC Request Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Mission: (How will the requested resource be used and what problem will it solve? Be specific.)** |
|  |
| **Item (quantity/size/type [if known]): (What do you need, how many, etc?)** |
|  |
| **Delivery Location: (Street address, intersection, building name, Coordinates, etc.)** |
|  |
| **Point Of Contact: (If different from above.)** |
| **Name: Title:** |
| **Phone/Cell Number:** |

**\*\*\*IMPORTANT: Requests for different categories of resources MUST be submitted on separate Resource Request Forms. (i.e. a request for food and water would be submitted on two separate request forms.) Resource Requests MUST be legible and include ALL required information in order to be processed as quickly as possible.\*\*\***

**SEMA FAX #: (573) 634-7966**